

# Attachment A

## Direct Payment Approval Memo

Richland County Finance  
Recommended Process for Payment Handling  
July 10, 2017 (Updated from last revision on July 6, 2016)

We recommend handling the following payments through the check request process, which will not pre-encumber budget funds as in the case of a purchase order. Since these payments will vary by vendor in frequency, the usage of the check request is a better match than the use of quantity purchase order. The check request does not allow for the additional review of expenditure appropriateness that would take place from using a quantity purchase order, therefore a departments' approval is all that is needed for a check request to be processed by the Accounts Payable Department.

### Check Request (and/or invoice related documentation)

1. Travel/Training cost: Conference fees, classes, employee travel reimbursement & advance per diem & mileage cost; see Travel Policy for further processing policies.
2. Public Safety Related – Payments for services associated with the witness services (Clerk of Court's Office only) & payments for goods at pawn shops (Sheriff Department only)
3. Memberships/Associations
4. Credit Cards
5. Legal settlements (requires Finance Director Approval)
6. Discretionary accounts for County Council(Only)-Donations, Sponsorships, Contributions and Official Expense
7. Reimbursements - Petty Cash, HOA's through matching grants, employee reimbursements (must include receipts & approval by Department Head)
8. Homeownership Down Payment Assistance (Community Development only)-must include a settlement statement & closing date
9. Utilities (Heating Oil, Electricity and Water/Sewer)-must be processed & approved through workflow.
10. Lump Sum Agency Payments; requires the vendor to be a 501c3 organization & approved amount must be set up in a separate JL and invoice entered by budget group into IFAS.

Procurement Director Signature: Jennifer Wladisowka Date: 7/10/17

Finance Director Signature: Wkw Bz Date: 7/10/17